

INSTRUCTIONS TO REQUEST

COMMISSION APPROVAL OF A COURSE

Per K.S.A. 58-3046a(g), approved courses must be offered by one of the following:

- (1) an institution which is accredited by the north central association of college and secondary schools accrediting agency;
- (2) an area vocational or vocational-technical school as defined by K.S.A. 72-4412 and amendments thereto;
- (3) a proprietary school which has been issued a certificate of approval pursuant to the Kansas Proprietary School Act;
- (4) any agency of the state of Kansas; or
- (5) a similar institution, approved by the commission, in another state.

To obtain proprietary school approval, contact Pat Anderson, Kansas State Board of Education, 120 SE 10th St, Topeka KS 66612-1182, (785) 296-3421.

If you do not meet the requirements listed above, you may act as a co-sponsor under an eligible school by submitting a co-sponsor form.

If your course is approved, we will contact you for the \$50 course approval fee. Courses are approved for the remainder of the calendar year. A \$15 fee is required to renew a course for the next calendar year.

Material for the following courses must be updated when notified by the commission: (1) Mandatory "Core" Courses; (2) "Salesperson's Post-License Course"; (3) "Broker's Pre-License Course"; and (4) "Principles of Real Estate".

Schools must notify the commission, in writing, at least 15 days prior to any significant changes in the following:

- coordinator;
- instructor;
- school name or address;
- course outline;
- dates and times the course is offered;
- course site; and/or
- fees charged to students.

The school coordinator and instructor(s) should review and become particularly familiar with K.S.A. 58-3046a of the Kansas Real Estate Brokers' and Salespersons' License Act and the following regulations: K.A.R. 86-1-10 through 86-1-13, 86-1-16 and 86-1-17 which are available on the Commission's website at <http://www.accessKansas.org/krec>.

If you have any questions, please call Kelly White at the commission at (785) 296-2099 or e-mail her at kelly.white@krec.state.ks.us.